



**CALVERT COUNTY GOVERNMENT  
GUIDELINE/POLICY/PROCEDURE**

<b>TITLE:</b>	<b>3.5-Smoking/Tobacco Use</b>		
<b>ISSUED BY:</b>	Department of Public Safety/Career EMS		
<b>RESPONSIBLE STAFF:</b>	Division Chief Barry Contee		
<b>ISSUE DATE:</b>	12/11/2019	<b>REVISION DATE:</b>	
<b>PURPOSE:</b>	To establish the policy on the use of any tobacco or smoking devices while on duty.		
<b>APPLICABLE TO:</b>	All Field Clinicians		
<b>ATTACHMENTS:</b>			

<input type="checkbox"/> <b>GUIDELINE</b>	<input checked="" type="checkbox"/> <b>POLICY</b>	<input type="checkbox"/> <b>PROCEDURE</b>
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**This document needs to be reviewed/updated:**

<input type="checkbox"/> <b>Annually</b> <input type="checkbox"/> (Fiscal Year) <input type="checkbox"/> (Calendar Year)	<input type="checkbox"/> <b>Other Interval:</b>		
	<input checked="" type="checkbox"/> <b>As needed</b>	<b>Flag for review on:</b>	

**I. Purpose**

To establish a policy on the use of any tobacco product or smoking device while on duty with CEMS.

**II. Definitions**

**Tobacco Product-** Any product containing tobacco, including cigarettes, pipes, and smokeless tobacco (i.e. dip, chew, etc.)

**Electronic Cigarette-** Any handheld device that heats and aerosolize a liquid that contains a cocktail of ingredients, including flavorings and varying levels of nicotine.

### **III. Policy**

All employees will adhere to the County Safety Manual, Section 4.09-Smoking, which states:

- Smoking, including electronic smoking and vaping devices, is prohibited in all County buildings and vehicles.
- Make sure “NO SMOKING” signs are posted where required.
- Observe “NO SMOKING” signs without exception
- Do not smoke in areas where flammable or combustible materials are stored. “NO SMOKING” signs shall be prominently displayed in such areas.
- When smoking outdoors, ensure all cigarettes, cigars, etc. are completely extinguished before discarding. Do not throw matches, cigars, cigarettes, etc., into wastebaskets. Use ashtrays made of noncombustible materials large and deep enough to prevent butts from spilling, rolling, or falling.
- Smoking or open flame is prohibited within 50 feet of refueling and/or other flammable substances.

In addition to following the County Safety Manual, all CEMS employees will adhere to the rules of the volunteer department in which they are housed. The only exception to this will be if a CEMS employees will not be allowed to use any tobacco, smoking, or vaping products in ANY vehicle, regardless if a volunteer station allows it.